

REQUEST FOR PROPOSALS (RFP)

ADVANCED INDUSTRY CLUSTERS STUDY

Appendix II

Proposal Cover Page

Applicant or Lead Institution:	
Consortium Members: (if applicable)	
Key Contact Person for Proposal: Name: Title: Address (include street, city, state, zip): Telephone Number (including area code): Fax Number: E-mail Address:	Street: City: State: Zip Code:
Authorized Organizational Representative¹: Name: Title: Address (include street, city, state, zip): Telephone Number (including area code): Fax Number: E-mail Address:	Street: City: State: Zip Code:
ESD Funds Requested:	\$
Proprietary Information (check one)	<input type="checkbox"/> No proprietary information is included in this Proposal; <i>or</i> , <input type="checkbox"/> All proprietary information is either identified in the body of the Proposal with a “CONFIDENTIAL” or “PROPRIETARY” stamp <i>or</i> included as Appendix 5 (Proprietary Information) to the Proposal. In addition, a cover letter requesting exception from public disclosure, addressing the required components of Section II.D., is included.

¹ The institution’s Authorized Organizational Representative is defined as the duly authorized representative with authority to enter legal agreements on behalf of, and commit resources of, the institution.

Proposal Checklist:

Each of the following items is required. Failure to include any of these items, in accordance with the guidelines provided in the Request for Proposals (RFP), may result in the applicant institution's Proposal being rejected without review. A check indicates that the authorized individual(s) has(have) reviewed the specific section of the RFP and determined that the required item(s) is(are) included in both the original Proposal and in each copy.

- ☐ Requested ESD funds have been budgeted only for the allowable uses identified in the RFP.
- ☐ Not to exceed available ESD funds listed. Applicant understands that actual funds awarded may differ from the requested amount based on the availability of funds.
- ☐ The Proposal Narrative does not exceed 5 pages. The Proposal is formatted according to instructions of the RFA.
- ☐ A completed and signed Proposal Cover Page is included.
- ☐ The Certification that follows this checklist has been signed by the head of the organization.
- ☐ An alphabetized Glossary of Terms Used with a brief definition of each (not required).
- ☐ An Executive Summary prepared in layman's terms in accordance with the RFP is included and does not exceed one page.
- ☐ A Proposal Narrative is included that addresses each of the specific review criteria and follows the sequence as stipulated in the RFP.
- ☐ Budget Form.
- ☐ Staff resumes or bios (recommended).
- ☐ Two support letters serving as references.
- ☐ Conflict of Interest form.
- ☐ Vendor Responsibility Questionnaire.
- ☐ W-9 Form
- ☐ Insurance certification(s)
- ☐ Non-Discrimination and Contractor and Supplier Diversity Forms

Certification:

“I/We certify that each of the required sections and templates identified above are in the original and each of the ten copies of the Proposal submitted. I/We understand that failure to include any of these required items or failure to follow the format or use the templates provided in the Request for Proposals (RFP) will result in this Proposal being rejected without consideration for funding.

I/We certify that the information provided in this Proposal is accurate and that no misrepresentations have been made in any part of this submission. I/We further certify that any internal policies of the Applicant or Lead Institution and Consortium Member (if applicable) including, but not limited to, those related to issues of collaboration with industry, collaboration with not-for-profit organizations, confidentiality, and intellectual property matters are consistent with the goals of the CAT Program as outlined in the RFP and will not impede the Applicant’s or Lead Institution’s and Consortium Members’ (if applicable) ability to achieve the goals of the Program and those outlined in the Proposal. Copies of the Applicant’s or Lead Institution’s and Consortium Members’ (if applicable) policies and procedures will be maintained on site and available for inspection by ESD or its designee upon request. The Applicant or Lead Institution and Consortium Member (if applicable) has the ability to meet and, if designated, intends to provide the financial and/or administrative commitments outlined in the Proposal.”

Signature, printed name, and title of of the Applicant/Lead Institution

Signature, printed name, and title of institution’s Authorized Organizational Representative¹

(Printed Name)

(Printed Name)

(Title)

(Title)

(Signature)

(Signature)

(Date)

(Date)

Each of the foregoing is added to and made part of the RFP. .